



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD  
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FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 15, Dress and Appearance of Civilian and Military Personnel

1. References:

- a. AR 670-10 (Furnishing Uniforms or Pay Uniform Allowances to Civilian Employees)
- b. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia)
- c. HQ IMCOM Civilian Personnel Dress Policy, IMZB, 9 Nov 12
- d. Civilian Personnel On Line, PERMISS, Dress and Appearance, 21 Mar 10
- e. Memorandum, HQ, MSCoE, ATZT-CG, 4 Jun 14, subject: Command Policy 18, Wear and Appearance of Uniforms.

2. The purpose of this policy memorandum is to provide guidelines for dress and appearance of Civilian and Military personnel assigned to U.S. Army Garrison Fort Leonard Wood, MO.

3. Civilian Employees.

a. The Garrison Command Dress and Appearance Guidance has been developed based upon the PERMISS guidance and Fort Leonard Wood Union and management discussions. It is not intended to be punitive or performance related in nature. The policy does not change the collective bargaining agreement. Employees maintain the right to a formal complaint process.

b. The primary objective is to have employees project a professional image. Suits and ties or sport coats for men and suits for women are not the only way to present a professional image. Business casual dress offers an alternative to the formal business attire of dresses, suits, ties and dress shoes. As representatives of U.S. Army Garrison, all employees should ensure that their dress and grooming promotes a professional image of U.S. Army Garrison to clients, customers, visitors, Command Group, and the public. The following guidelines address business casual appropriate attire:

(1) Clothing should not be dirty or stained. It should not bear an unofficial logo, advertising, or offensive language or design. Clothing should not be sheer or "see-

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through." Undergarments should not be visible. Clothing should not expose parts of the body typically covered in a professional work setting. Offensive body art i.e., extremist, indecent, sexist or racist should not be visible.

(2) Slacks/J Jeans. Slacks/jeans should be ankle length and not faded or torn, clean and wrinkle-free. Capri pants, cropped pants, or similar styles are acceptable. Inappropriate items include sweatpants, wind suits, shorts, overalls, spandex, yoga-pants or other form-fitting elastic pants. Tasteful leggings or other forms of elastic pants may be worn with a skirt. Athletic gear will be worn just before fitness activities only and will be changed before returning to duty.

(3) Shirts/Blouses. Casual shirts/blouses, golf shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, halter tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, jacket or jumper.

(4) Dresses and Skirts. Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than 2 inches above the bend in the knee. Spaghetti strap dresses should not be worn at the office unless straps are covered by another garment.

(5) Footwear, loafers, boots, flats, dress sandals, open-toed shoes, clogs and leather deck shoes are acceptable. Footwear must be clean, in presentable condition, and professional. Flip flops and perforated shoes are not appropriate. No flip flops, sandals or shoes that may be perceived as informal or not business appropriate. Open toe shoes are approved if business appropriate. Not wearing stockings is acceptable if it is appropriate for the rest of the outfit. Tennis/athletic shoes should not be worn to work unless supporting a medical issue.

(6) Headgear. Hats, caps or headgear of any kind that is dirty, stained or that bears a logo, advertising or offensive language or design, as well as novelty headwear, will not be worn in the office.

(7) Jewelry. Jewelry will be conservative and not distracting.

(8) Perfume & Cologne. Perfume and cologne will be conservative so as not to cause discomfort to those nearby.

(9) Name tags. Unit issued name tags will be provided to all personnel determined by their supervisor as required. Name tags will be worn as required by supervisor.

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c. Civilians that have uniform requirements (i.e., Firefighters, DA Police, etc...) need to follow the policy guidance in AR 670-10 or if a bargaining unit employee, what has been previously negotiated between management and the union.

d. U.S. Army Garrison Civilian employees who normally work outside of an office setting (example: Range Operations, Department of Public Works (DPW) Maintenance, Wage Grade/Supervisor employees) may wear durable clothing commensurate with their daily work functions such as jeans and cargo type pants. T-shirts may be worn in warm conditions, however, must be tasteful and non-offensive. Uniform T-shirts are highly encouraged, but not mandatory. Headgear may be worn such as caps to protect face from the sun or other elements. This guidance does not supersede the requirement for the wear of specified protective clothing or devices for safety purposes.

e. The tradition of "casual Fridays" will be supported. On these days, employees may dress more relaxed; jeans with collared shirts are acceptable, however all other provisions stipulated above will be adhered to. IMCOM / Fort Leonard Wood and official logos sport shirt and blouses are the exception. Directors and supervisors should use judgment for "casual Fridays" based on scheduled events, meetings, and hosting visitors. Civilians required to wear uniforms (i.e., Firefighters, DA Police) are required to be in uniform and will not participate in "casual Fridays".

f. Exceptions may be granted on religious or verified medical requirements. Variations because of manual tasks or due to inclement weather may be permitted. The U.S. Army Garrison reserves the right to grant exceptions to the dress code when deviation from the standard is warranted.

g. Employees with questions about whether a specific garment is considered appropriate should consult with their supervisor before wearing the garment.

#### 4. Military Personnel.

a. The Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP) will be worn IAW AR 670-1 and will be the primary duty uniform for all U.S. Army Garrison assigned military personnel unless specified for special events or ceremonies.

b. All military personnel will adhere to proper fit, personal appearance, and grooming standards as specified in AR 670-1 for all occasions and various prescribed uniform dress.

c. All U.S. Army Garrison military personnel will read and conform to the MSCoE Commanding General's Command Policy # 18, Wear and Appearance of Uniforms.

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5. This policy supersedes any previous policies and is in effect until superseded or rescinded.

6. Point of Contact for this Policy Memorandum is the Deputy Garrison Commander at (573) 563-4004.

  
TRACY L. LANIER  
COL, LG  
Commanding